

## Human Resource Director

InterAct is a non-profit agency providing evidence supported outpatient mental health and substance abuse services with an integrated recovery focus. The Agency has been in operation for twenty five years. Our administrative headquarters is in Kalamazoo with delivery of services in Kalamazoo and Kent Counties. The Agency has an annual budget of \$9 million with over one hundred and thirty staff members.

Reporting to the Executive Director and serving as an integral member of the InterAct senior leadership team, the Human Resource Director will manage all human resource services for the Agency. Successful candidate manages daily hands-on generalist responsibilities and strategic role.

### **Responsibilities**

- **HR Administration**
  - Manage all aspects of recruitment, credentialing, placement, orientation, benefit and compensation administration, performance evaluation and payroll integration.
  - Partner with management team on staff engagement/development and retention. Also assist in managing employee relation activities including counseling and career development.
  - Provide oversight of HR policies and practices to ensure compliance by reviewing, updating and communicating.
- **Leadership**
  - Ensure HR positively engages in effective cross-department collaboration that supports InterAct's service delivery, data collection, and strategic needs.
  - Manage one direct report; the Executive Administration/HR Assistant.
  - As a member of the administrative team, partner with the Executive Director and provide strategic recommendations to senior leadership and the Board.

### **Qualifications**

- Bachelor's degree or equivalent experience required,
- Minimum of four years progressive human resource management /generalist experience preferred. HR experience in a non-profit setting a plus.
- Solid understanding of overall business strategic operations
- Effective leadership, communication, organizational and technical skills
- Collaborative and flexible style with a proven service mentality.
- Excellent communication skills.

If you are interested in this professional opportunity apply through our web site [www.interactmich.org](http://www.interactmich.org) in the Job Opportunities under the About Us section; or submit a resume and cover letter by email to [merickson@interactmich.org](mailto:merickson@interactmich.org). EOE